



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 8/17/2016

Closing Date: 8/30/2016

Position Title: Education Specialist

Department: Towanits School

Work Schedule: Monday-Friday 8:00AM-5:00PM (Hours May Vary)

Wage Rate: Pay Range 37: \$19.46- \$24.91/ HR / Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Proof of Degree
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

JOB DESCRIPTION

TITLE: Education Specialist

WORKSITE: Towanits School / Education Center
310 N. Reservation Rd
Porterville, CA. 93257

GENERAL POSITION DESCRIPTION

The Education Specialist, under the direction of the Towanits School Superintendent/Principal will perform a variety of specialized and clerical tasks for the overall operations of the Towanits School. This includes TANF, State Education, and CSBG. This is a full time year round position.

DUTIES & RESPONSIBILITIES:

1. Provide any clerical/tutorial assistance to Towanits School as needed.
2. Prepare and disseminate information pertaining to the Education Services as needed to meet the Department's Program reporting requirements including: the Towanits School Superintendent/Principal, Towanits School Advisory Board, Tribal Council, or other private or public agencies when appropriate.
3. Maintain absolute confidentiality of all information collected, reported on and filed, including student records.
4. Work with the Towanits School Superintendent/Principal to assist in the development and management of the department budget.
5. Works with the Towanits School Superintendent/Principal, Towanits School Teachers and Staff, Lead Tutor, Librarian, Secretary and Program Specialist to maintain all Education program files and correspondence.
6. Submit written monthly reports to the Towanits School Superintendent/Principal.
7. Assist with the purchase of materials to maintain the daily operation of the Education Center Programs.
8. Provide any staff development training required to ensure the timely collection and management of data across all Towanits Education Center Service Programs and Towanits School.
9. Responsible for conducting and maintaining Towanits School and Towanits Education Center inventories.
10. Perform other duties as assigned by the Towanits School Superintendent /Principal.

QUALIFICATIONS:

1. Graduation from a two year accredited community college with education or business background. (Relevant employment experience may be substituted for formal education on a year for year basis.)
2. Two years experience in a business or education environment.

3. Able to relate culturally and work effectively with the Native American community, Tribal government, the public and private sectors.
4. Must have strong interpersonal skills and ability to work independently.
5. Possess a valid California Driver's License and be insurable through the Tribe, preferred.
6. Must be willing to up-grade job skills through training or college course work to keep abreast of changing course work requirements for college/vocational prerequisites.
7. Must type a minimum of 35 wpm and have spreadsheet and WordPerfect knowledge.
8. Must successfully complete a pre-employment drug/alcohol screen and Background investigation.

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle

This position reports to:	Superintendent/Principal
Supervises:	Only as directed by Education Director
Salary:	Pay Range 37: \$19.46- \$24.91/ HR Paid Bi-Weekly/ Overtime Eligible
Hours:	Monday- Friday 8:00PM-5:00PM (Hours May Vary)
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K plan

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE